

**DEPARTMENT OF PERSONNEL  
OVERVIEW**

The mission of the Department of Personnel is to develop and administer an effective, efficient, and comprehensive personnel system based on merit and sound management principles, which fosters the objectives of government, ensures equitable treatment of employees, and serves the best interest of the public. The fiscal 2002 budget recommendation provides funding of \$29.7 million in Direct State Services, which represents no change from the fiscal 2001 adjusted appropriation.

In fiscal 2002, the Department will continue initiatives to improve government operations through the introduction of modern human resource management practices. The Department will continue to work on transforming outdated practices into a perspective focused on contemporary human resource practices. A customer based service approach will be used to meet the needs of State and local appointing authorities while continuing to plan traditional human resource services. The Department's use of flexible administrative tools will shape the workforce and facilitate the strategic planning initiatives underway for long-range future government employment in New Jersey.

The Department is taking the lead in investing in the process by which the workforce is hired, classified, trained and compensated. The objective is to create a blueprint and solid foundation for the future. Current and future dividends in improving the quality of the workforce are the return on the continuing investments earned by these efforts.

Within the Department, the Human Resource Development Institute (HRDI) has become the provider of low cost, quality training by pioneering distance learning, computer-based training, and other high technology applications. The Institute is market driven in its course offerings. HRDI continues the use of adjunct professors with special expertise in complex subject disciplines to further leverage resources. Training and motivation are key to performance enhancement and to the development of staff, fostering opportunities for advancement to supervisory and management positions. This training investment is critical to succession planning throughout government.

To further improve the environment for all employees, HRDI has initiated a training program for the prevention of sexual harassment in the workplace to ensure that all employees are respectful of their fellow co-workers.

**SUMMARY OF APPROPRIATIONS BY FUND**  
(thousands of dollars)

Year Ending June 30, 2000						Year Ending June 30, 2002		
Orig. & (S) Supplemental	Reapp. & (R) Recpts.	Transfers & (E) Emergencies	Total Available	Expended		2001 Adjusted Approp.	Requested	Recommended
27,209	5,448	1,749	34,406	32,828	Direct State Services	29,735	29,735	29,735
27,209	5,448	1,749	34,406	32,828	Total General Fund	29,735	29,735	29,735
<b>27,209</b>	<b>5,448</b>	<b>1,749</b>	<b>34,406</b>	<b>32,828</b>	<b>GRAND TOTAL</b>	<b>29,735</b>	<b>29,735</b>	<b>29,735</b>

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## SUMMARY OF APPROPRIATIONS BY PROGRAM (thousands of dollars)

Year Ending June 30, 2000						Year Ending June 30, 2002		
Orig. & (S)Supple- mental	Reapp. & (R)Recpts.	Transfers & (E)Emer- gencies	Total Available	Expended		2001 Adjusted Approp.	Requested	Recom- mended
					<b>DIRECT STATE SERVICES - GENERAL FUND</b>			
					<b>General Government Services</b>			
2,884	5	784	3,673	3,672	Personnel Policy Development and General Administration	4,310	4,310	4,310
15,163	1,668	1,230	18,061	17,852	State and Local Government Operations	16,125	16,125	16,125
2,641	---	---	2,641	2,572	Merit Services	2,365	2,365	2,365
877	---	---	877	876	Equal Employment Opportunity and Affirmative Action	877	877	877
5,644	3,775	-265	9,154	7,856	Human Resource Development Institute	6,058	6,058	6,058
<b>27,209</b>	<b>5,448</b>	<b>1,749</b>	<b>34,406</b>	<b>32,828</b>	<i>Subtotal</i>	<b>29,735</b>	<b>29,735</b>	<b>29,735</b>
<b>27,209</b>	<b>5,448</b>	<b>1,749</b>	<b>34,406</b>	<b>32,828</b>	<i>Subtotal Direct State Services - General Fund</i>	<b>29,735</b>	<b>29,735</b>	<b>29,735</b>
<b>27,209</b>	<b>5,448</b>	<b>1,749</b>	<b>34,406</b>	<b>32,828</b>	<b>TOTAL DIRECT STATE SERVICES</b>	<b>29,735</b>	<b>29,735</b>	<b>29,735</b>
<b>27,209</b>	<b>5,448</b>	<b>1,749</b>	<b>34,406</b>	<b>32,828</b>	<b>TOTAL APPROPRIATION</b>	<b>29,735</b>	<b>29,735</b>	<b>29,735</b>

**70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL**

**74. GENERAL GOVERNMENT SERVICES**

**OBJECTIVES**

1. To continue providing 200,000 State and local Merit System employees and 375 State and local appointing authorities with a fair and impartial forum for appellate and dispute resolution activities.
2. To provide training programs to meet the demands of State and local government agencies and continue to provide quality cost-effective staff development services.
3. To expeditiously respond to the needs of State and local appointing authorities by providing qualified eligibles to fill vacant positions.
4. To provide more rapid, more consistent classification and compensation services to all State appointing authorities and assist in areas of problem identification and resolution.
5. To assist agencies in developing and implementing their Affirmative Action Plans; review personnel policies and employment procedures; monitor Affirmative Action Plans more effectively; and maintain appeal procedures for discrimination complaints to ensure compliance with the Civil Rights Act and the Americans with Disabilities Act.
6. To enlarge the PMIS data base to include education, training, and skills information. To provide Local Government Service appointing authorities with access to automated Local Government Service personnel records.
7. To continue to reduce the number of class titles and develop the capacity to sustain this service level for the following five years.
8. To reduce the number of State Service provisional appointees pending open competitive examination and insure that no provisional appointment exceeds the statutory limit of twelve months. To develop the capacity to sustain this service level for the following five years.
9. To improve the Department's capabilities for strategic and long-range planning.
10. To maintain improved Law Enforcement and Fire Fighter examinations which are acceptable to the Federal Justice Department.
11. To maintain the number of State agencies with Affirmative Action programs in which the proportion of protected class employees, as a whole, exceeds the standard determining underrepresentation (SDU).
12. To improve the quality, variety and relevance of services provided to Title 11A local jurisdictions.
13. To restore the average processing time for written appeals to the Merit System Board to fifteen (15) weeks.
14. To develop recommendations to implement a State compensation policy designed to effectively manage, maintain and develop its human resources.

and adjusts personnel programs; and provides general administrative support.

02. **State and Local Government Operations.** Provides government agencies with guidance and support in organizational design, classification of job titles, and equitable compensation of staff. Responsible for recruitment of applicants; the planning, scheduling and conduct of examinations; and the preparation of lists of eligible candidates for State and Local government positions. The program administers all reductions in force in State and Local Government as well as the Senior Executive Service and performance appraisal systems. Responsible for monitoring and processing all new hires and promotions to ensure compliance with Merit System rules. Develops and publishes job specifications for all classified titles in all levels of government while maintaining employment records and monitoring all personnel transactions to ensure compliance with Merit System law and Department rules. Provides information processing support to the Department and its Appointing Authorities.
04. **Merit Services.** Provides professional, technical and clerical support services for the Merit System Board and the Commissioner of Personnel; investigates and responds to appeals; maintains agendas and schedules Board meetings; resolves disputes by providing alternate avenues of resolution; prepares and reviews Merit System rules for inclusion in the New Jersey Administrative Code; and ensures compliance with laws and rules governing appointments and determinations.
05. **Equal Employment Opportunity and Affirmative Action.** Monitors affirmative action programs in State agencies for compliance with Executive Order No. 61, P.L. 1981, c.124 (N.J.S.A. 11A:7), and the Americans with Disabilities Act (ADA); develops and implements programs which insure appropriate representation of protected classes at all levels of responsibility in State government; identifies barriers to equal employment opportunity in the existing structure of the merit system, and proposes means of eliminating them; distributes information on equal employment opportunity and affirmative action programs.
07. **Human Resource Development Institute.** Under the provisions of Executive Order No. 12, dated August 21, 1990, compiles information on the human resources development and training needs of the State government and shares this information with key executives and planners; advises the Governor on human resources development and training plans, policies, and programs; works with State government agencies to prepare human resources development and training plans and programs; presents formal training courses in both common tasks and agency-specific subjects to employees of State government agencies; determines the necessity for the use of training providers from outside State government, and obtains these services as required.

**PROGRAM CLASSIFICATIONS**

01. **Personnel Policy Development and General Administration.**  
Exercises overall direction and control of the Department's operations; develops proposals for revised legislation governing the public career system; issues official rules and regulations which implement the Merit System statutes; develops, evaluates

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## EVALUATION DATA

	Actual FY 1999	Actual FY 2000	Revised FY 2001	Budget Estimate FY 2002
<b>PROGRAM DATA</b>				
<b>State and Local Government Operations</b>				
Open competitive examinations announced .....	2,018	2,506	2,200	2,200
Applications received .....	61,692	92,252	63,000	93,000
Candidates scheduled .....	52,204	50,434	58,000	61,000
Eligibles produced .....	45,770	42,636	46,000	46,000
Appointments from certifications				
State .....	2,453	2,981	2,500	2,500
Local .....	2,835	2,876	2,500	2,500
State Service provisional appointees pending open competitive examination .....	793	993	875	775
Promotional examinations announced .....	4,222	4,569	4,300	4,300
Applications received .....	22,603	22,944	23,000	23,000
Candidates scheduled .....	8,763	8,774	8,000	8,000
Eligibles produced .....	11,380	14,191	12,500	12,500
Promotions made (State) .....	4,295	5,530	3,500	3,500
Titles Abolished .....	400	224	3,000	3,000
Calendar Days from Request to Test Announcement				
Open competitive .....	25	25	25	25
Promotional .....	30	30	30	30
Calendar Days to Date of List Issuance - Public Safety				
Law enforcement open competitive .....	210	---	330	---
Law enforcement promotional .....	180	180	180	180
Fire service open competitive .....	---	300	---	300
Fire service promotional .....	180	243	210	210
<b>Merit Services</b>				
Written record appeals				
Total received .....	2,952	3,692	3,500	3,500
Total disposed .....	3,076	2,617	3,500	3,500
Backlog .....	6,320	7,395	7,395	7,395
Hearings and major disciplinary matters .....	1,576	1,611	1,600	1,600
EEO/AA appeals				
On hand July 1 .....	129	157	207	232
Received .....	65	95	85	85
Processed .....	37	45	60	60
Backlog .....	157	207	232	257
<b>Human Resource Development Institute</b>				
Employee Advisory Service				
Number of clients .....	835	855	1,000	1,000
Number of counseling sessions .....	1,949	1,635	1,800	1,800
Training				
Trainees, Direct Delivery .....	26,125	37,339	32,000	40,000
Trainees, Alternative Technologies .....	375	556	2,000	5,500
Contact Hours, Direct Delivery .....	206,130	250,842	211,200	264,000
Contact Hours, Alternative Technologies .....	978	1,527	5,000	11,000
<b>PERSONNEL DATA</b>				
<b>Affirmative Action Data</b>				
Male Minority .....	31	32	28	30
Male Minority % .....	7.6	7.3	6.7	6.7
Female Minority .....	108	112	103	114
Female Minority % .....	26.5	25.4	24.7	25.6
Total Minority .....	139	144	131	144
Total Minority % .....	34.1	32.7	31.4	32.3

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	Actual FY 1999	Actual FY 2000	Revised FY 2001	Budget Estimate FY 2002
<b>Position Data</b>				
Filled Positions by Funding Source				
State Supported .....	405	413	424	432
All Other .....	3	11	11	14
Total Positions .....	408	424	435	446
Filled Positions by Program Class				
Personnel Policy Development and General				
Administration .....	52	58	59	57
State and Local Government Operations .....	255	253	257	261
Merit Services .....	37	39	38	43
Equal Employment Opportunity and Affirmative				
Action .....	2	5	8	8
Human Resource Development Institute .....	62	69	73	77
Total Positions .....	408	424	435	446

## APPROPRIATIONS DATA (thousands of dollars)

Year Ending June 30, 2000					Year Ending June 30, 2002				
Orig. & (S)Supple- mental	Reapp. & (R)Recpts.	Transfers & (E)Emer- gencies	Total Available	Expended	Prog. Class.	2001 Adjusted Approp.	Requested	Recom- mended	
<b><u>DIRECT STATE SERVICES</u></b>									
<b>Distribution by Fund and Program</b>									
2,884	5	784	3,673	3,672	Personnel Policy Development and General Administration	01	4,310	4,310	4,310
15,163	1,668	1,230	18,061	17,852	State and Local Government Operations	02	16,125	16,125	16,125
2,641	---	---	2,641	2,572	Merit Services	04	2,365	2,365	2,365
877	---	---	877	876	Equal Employment Opportunity and Affirmative Action	05	877	877	877
5,644	3,775	-265	9,154	7,856	Human Resource Development Institute	07	6,058	6,058	6,058
<b>27,209</b>	<b>5,448</b>	<b>1,749</b>	<b>34,406</b>	<b>32,828</b>	<b>Total Direct State Services</b>		<b>29,735<sup>(a)</sup></b>	<b>29,735</b>	<b>29,735</b>
<b>Distribution by Fund and Object</b>									
Personal Services:									
---	---	---	---	---	Merit System Board		56	56	56
19,728	488 3,326 <sup>R</sup>	89	23,631	22,586	Salaries and Wages		21,001	21,001	21,001
<b>19,728</b>	<b>3,814</b>	<b>89</b>	<b>23,631</b>	<b>22,586</b>	<b>Total Personal Services</b>		<b>21,057</b>	<b>21,057</b>	<b>21,057</b>
543	---	-25	518	518	Materials and Supplies		543	543	543
5,034	---	1,418	6,452	6,450	Services Other Than Personal		5,951	5,951	5,951
247	---	-71	176	176	Maintenance and Fixed Charges		247	247	247
Special Purpose:									
93	---	---	93	93	Affirmative Action and Equal Employment Opportunity	01	93	93	93
29	---	---	29	29	Microfilm Service Charges	02	29	29	29
---	452 <sup>R</sup>	---	452	283	Firefighter Examination Receipts	02	---	---	---
434	---	---	434	434	Test Validation/Police Testing	02	434	434	434
470	---	-68	402	402	Document Storage and Retrieval	04	---	---	---
60	---	---	60	60	Americans with Disabilities Act	05	60	60	60
---	---	---	---	---	Sexual Harassment Training Program	07	750	750	750

